

California Emergency Management Agency

EEO CHECKLIST – A

**For Federally Funded
State and Local Government Agencies
(Monitoring/Site Visits)**

RECIPIENT: NEVADA COUNTY PROBATION
IMPLEMENTING AGENCY: NEVADA COUNTY
GRANT#: 2P09 01 0290
FEDERAL \$: \$ 136,960
CONTACT PERSON AT SITE: DARLENE WOOD
PHONE#: 530-265-1208
EMAIL ADDRESS: Darlene.Wood@co.nevada.ca.us

The U.S. Department of Justice regulations regarding the EEO content are quite comprehensive. For purposes of an initial screening to determine any potential problems in the agency's workforce, we are focusing on the indicators outlined in this summary. If there is a determination, based on an initial screening, that a further review is appropriate, the entire documentation required under Department of Justice regulations contained in 28 CFR 42.301 et seq., may be requested and reviewed.

The following is to assure that California Emergency Management Agency (CalEMA) recipients with 50 or more employees and receiving Federal financial assistance from the U.S. Department of Justice of \$25,000 or more are in compliance with state and federal civil rights requirements. Please verify that the following EEO documents are available and obtain copy at the site/monitoring visit. If they are not available, please note and forward a copy of this completed form to the CalEMA EEO Office.

- ☐ 1. **EEO POLICY** - A current Equal Employment Opportunity Policy Statement. The statement should specifically state that the agency is an equal opportunity employer and does not discriminate on the basis of race, color, religious creed, ancestry, national origin, age, sex (including pregnancy, childbirth or related medical conditions), marital status, sexual orientation (heterosexuality, homosexuality and bisexuality), medical condition (cancer and genetic characteristics), or disability (medical and physical, including HIV and AIDS), and denial of family medical care leave and pregnancy leave. Additionally, this policy must also apply to deliveries of services to clients and volunteers. This policy must be posted in a prominent place accessible to employees, applicants and clients.

YES ☒ (Request a copy of the policy and indicate if has been issued to staff.)

NO _____ (Provide attachment 1B)

- ☐ 2. **SEXUAL HARASSMENT POLICY** - A current policy specifically stating all employees have a right to work in an environment free from all forms of discrimination, including sexual harassment, retaliation and hostile work environment.

YES ☒ (Request a copy of the policy) NO _____ (Provide attachment 2B)

- ☐ 3. **DISCRIMINATION COMPLAINT PROCEDURE** - Has the recipient adopted a discrimination complaint procedure for filing complaints, both for their employees, volunteers and clients?

YES _____ (Request a copy of the procedure) NO ☒ (Provide attachment 3B)

- ☐ 4. **NONDISCRIMINATION POSTER** - The CA Department of Fair Employment and Housing (DFEH) poster entitled "Harassment or Discrimination in Employment is Prohibited by Law" must be posted in a conspicuous location accessible to employees and applicants for employment.

YES _____ NO ☒ (provide attachment 4A)

- ☐ 5. **PUBLICATIONS** - Does the recruitment materials or publications include a policy statement of nondiscrimination for participants, beneficiaries, applicants, or employees?

YES ☒ (Request a copy of the document) NO _____

- ☐ 6. **COORDINATOR** - Has the recipient identified a person responsible for coordinating complaints?

NAME: CEO's DEPARTMENT TITLE: _____

PHONE#: _____ EMAIL: _____

- ☐ 7. **FINDINGS OF DISCRIMINATION** - Has the agency had any findings of discrimination issued in the last five years by the Agency, Federal/State Court, or Federal/State administrative agency (i.e. Equal Employment Opportunity Commission (EEOC), California Department of Fair Employment and Housing (DFEH), etc.).

YES _____ NO ☒

- ☐ 8. **ALLEGATIONS OF DISCRIMINATION** – Has the agency been made aware of any current allegations of discrimination within the (last 2 years) originating from an employee, volunteer or client?

YES _____

NO X

- ☐ 9. **Equal Employee Opportunity Plan** – Is the Agency's EEO Plan current with in the (last 2 years)? The plan should consist of:

- a. An introduction page which includes recipient name, implementing agency, address, contact information, grant type, etc.
- b. EEO Policy
- c. Utilization Analysis Chart
- d. Narrative Underutilization Analysis
- e. Objectives to improve underutilization
- f. Steps to achieve the objectives
- g. Signature and certification of accuracy of EEO Plan

YES _____ (Obtain copy of current EEOP.) NO X

Refer recipient to: http://www.ojp.usdoj.gov/about/ocr/eeop_comply.htm

- ☐ 10. **DISSEMINATION of the Equal Employee Opportunity Plan and the Equal Employment Opportunity Policy** - A plan to disseminate the EEO Plan and the EEO Policy to all employees, volunteers, clients and to the general public.

YES _____ (Request a copy)

NO X (provide attachment 10A)

- ☐ 11. **LIMITED ENGLISH PROFICIENCY (LEP)*** – Has the recipient taken reasonable steps to ensure meaningful access to their programs, services, and information on the services the recipient provides, free of charge? Additionally, has the recipient established and implemented policies and procedures for language assistance services that provide LEP persons with meaningful access, i.e. oral interpretation services, bilingual staff, telephone interpreter lines, written language services, community volunteers, etc.

YES ✓ (Request a copy) NX NO _____ (provide attachment 11A)

WE LANGUAGE INTERPRETERS

*Persons who do not speak English as their primary language and who have limited ability to read, speak, write, or understand English can be limited English proficient (LEP).

I hereby certify this EEOP Checklist is accurate and complete to the best of my knowledge.

PROGRAM SPECIALIST NAME: _____

SPECIALIST PHONE NUMBER: _____

DATE: _____

COMMENTS:

Upon completion, please send a copy of this checklist and documents received to
Lisa Abila, EEO Compliance Officer, CalEMA Headquarters.